



DEPARTMENT OF THE ARMY
HEADQUARTERS, 2ND INFANTRY DIVISION
UNIT #15041
APO AP 96258-5041

REPLY TO
ATTENTION OF:

EAID-CG

11 JUL 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #18, Equal Employment Opportunity

1. This policy letter supersedes 2ID Policy Letter # 24, Equal Employment Opportunity and Affirmative Action, dated 15 December 2004. This policy remains in effect until rescinded or superseded.

2. References:

- a. 42 U.S. Code §2000e [Title VII of the Civil Rights Act of 1964].
- b. Code of Federal Regulations, Title 29, part 1614, Federal Sector Equal Employment Opportunity.
- c. DoD Directive Number 1440.1, The DoD Civilian Equal Employment Opportunity Program.
- d. Management Directive 715, 1 October 2003.
- e. USFK Command Policy Letter #18, Equal Employment Opportunity, 28 May 2006.

3. This policy applies to all 2ID activities employing U.S. civilian employees.

4. Equal Employment Opportunity (EEO) is a right mandated by law. It is the policy of 2ID to provide equal employment opportunity to all employees and applicants for employment by prohibiting discrimination based on race, color, religion, national origin, sex (including sexual harassment), age (40 years and over), disability (mental and physical) or reprisal for involvement in EEO activity. All employees will abide by the letter, intent and spirit of EEO laws and policies applicable to Federal employment in their daily actions, conduct and decisions.

5. I endorse and promote Equal Employment Opportunity (EEO) principles, and I expect leaders who manage and supervise U.S. civilian employees to integrate these principles into daily management and employee relations. Commanders and leaders at all levels should create harmonious and respectful work environments.

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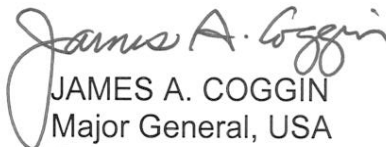
6. I view EEO as a necessary and important element of basis merit system principles in all aspects of employment. 2ID is committed to recruiting, hiring, training and promoting qualified individuals with disabilities and individuals in under-represented and under-utilized groups, as we develop a workforce that reflects our nation's diversity. Leaders should be aware of affirmative employment principles and take steps to identify and eliminate barriers that may limit the equal participation at all levels of the workforce by individuals with disabilities, minorities, women and other groups that are under-represented in the workforce.

7. 2ID is fully committed to preventing and correcting unlawful discrimination in its employment policies, procedures, practices and operations. When complaints arise, we must work to resolve them fairly and promptly, starting at the lowest possible level. I encourage employees to utilize their chain of command in an effort to resolve conflicts at the earliest stage. However, when an employee believes the principles of EEO law have been violated, they may take their complaints directly to the servicing EEO Office. Everyone will respect the right of employees to pursue their complaints without fear of reprisal. Managers will be open and willing to work toward an effective resolution to issues and concerns. Complaints of discrimination will be resolved fairly, expeditiously and dispassionately at the lowest level possible.

8. EEO cannot be achieved without the deliberate support of all employees. Supervisors and managers are expected to take an active role in monitoring the workplace to ensure an environment free of unlawful discrimination, hostility, intimidation, reprisal or harassment, and they must take prompt remedial action to correct inappropriate behavior.

9. Leaders at all levels will ensure EEO principles are at the core of their leader and management approaches. My vision for 2ID includes an abiding commitment to building and maintaining a workplace environment free of discrimination that fosters respect of all people as we strive to fulfill our mutual goal of supporting the war fighter.

10. Questions regarding this policy or the 2ID EO Program should be directed to the 2ID EO Office, DSN 732-8815.


JAMES A. COGGIN
Major General, USA
Commanding

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